



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
REGION 5  
77 WEST JACKSON BOULEVARD  
CHICAGO, IL 60604-3590

REPLY TO THE ATTENTION OF: MCC-10J

MAR 06 2012

Environmental Quality Management, Inc.  
Attn: Mr. Jack Greber, President  
1800 Carillon Boulevard  
Cincinnati, OH 45240

Subject:	Contract Number:	EP-S5-08-02
	Task Order Number:	98, "Superior Cleaning Solutions"
	Modification Number:	1

Dear Mr. Greber:

Enclosed is unilateral modification 1 to the subject task order under the subject contract. The purpose of this modification is to extend the period of performance from March 30, 2012 to May 30, 2012. All other terms and conditions remain unchanged.

Because this modification is unilateral, it does not require the signature of an authorized representative of EQM.

The Contracting Officer is the only person authorized to make changes to the contract. Any changes to the contract must be made in writing by the Contracting Officer as a modification to the contract.

Please acknowledge receipt of this task order modification via e-mail to [raman.anita@epa.gov](mailto:raman.anita@epa.gov). If you have any questions or need more information regarding this matter, please feel free to contact me at (312) 353-0153.

Sincerely,

A handwritten signature in cursive script, reading "Anita P. Parasuram Raman", is written over a horizontal line.

Anita P. Parasuram Raman  
Contract Specialist

Enclosure

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 001		3. EFFECTIVE DATE 02/29/2012		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (if applicable)		6. ISSUED BY CODE R5		7. ADMINISTERED BY (If other than Item 6) CODE R5	
Region 5 US Environmental Protection Agency 77 West Jackson Boulevard Chicago IL 60604-3507		Region 5 US Environmental Protection Agency 77 West Jackson Boulevard Chicago IL 60604-3507			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) ENVIRONMENTAL QUALITY MANAGEMENT, INC. Attn: Mr. Jack Greber, President 1800 CARILLON BOULEVARD Cincinnati OH 45240		(x) 9A. AMENDMENT OF SOLICITATION NO.			
		9B. DATED (SEE ITEM 11)			
		x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-S5-08-02 0098			
		10B. DATED (SEE ITEM 13) 09/30/2011			
CODE 622824886		FACILITY CODE			

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)**

See Schedule

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

**E. IMPORTANT:** Contractor ☒ is not, ☐ is required to sign this document and return 0 copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

DUNS Number: 622824886

The purpose of this task order modification is to extend the period of performance from 3/30/12 to 5/30/2012. All other terms and conditions remain unchanged.

TOPO: Steve Renninger

**LIST OF CHANGES:**

Reason for Modification : Other Administrative Action

Period Of Performance End Date changed from 30-MAR-12 to 30-MAY-12

Total Amount for this Modification: \$0.00

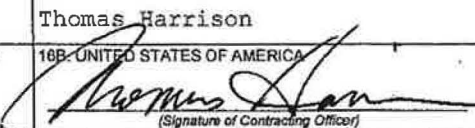
New Total Amount for this Version: \$0.00

New Total Amount for this Award: \$114,953.00

Buyer changed

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Thomas Harrison	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED 3/6/12

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-S5-08-02/0098/001

PAGE OF

2

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NAME OF OFFEROR OR CONTRACTOR

ENVIRONMENTAL QUALITY MANAGEMENT, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	from Darlene McGary  to Anita Raman  Contracting Officer changed from Geoffrey Krieger  to Thomas Harrison  Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Period of Performance: 09/30/2011 to 05/30/2012				

**Environmental Quality Management, Inc.**

1800 Carillon Boulevard  
Cincinnati, Ohio 45240  
(513) 825-7500  
FAX (513) 825-7495  
www.eqm.com

***Electronic Transmission***

November 10, 2011

Mr. Thomas Harrison  
Contracting Officer, MCC-10J  
U.S. Environmental Protection Agency  
Region V  
77 West Jackson Boulevard  
Chicago, IL 60604-3507

Subject: Contract No. EP-S5-08-02  
Task Order No. 0098 – Superior Cleaning Solutions  
PN 30281.0098

Dear Mr. Harrison:

In accordance with Articles G.1 - Ordering, and H.7 - Task Orders, we are herein acknowledging receipt of Task Order No. 0098. After close review of the scope of work, it is my evaluation that SCA rates apply to the entire Task Order. Please advise if you determine otherwise.

Also, in compliance with Article H.6, enclosed please find EQ's Conflict of Interest Certification for the subject work stating that no conflict exists.

As instructed, we will send you a notification when we have reason to believe that costs accrued over the next 30 days will bring the total cost to over 85 percent of the ceiling price on the Task Order.

Sincerely,

ENVIRONMENTAL QUALITY MANAGEMENT, INC.



Betsy R. Kuhlenberg  
Contracts Manager

brk

Enclosure

cc: Carl Norman  
Steven Renninger  
William Johnson



*Solving Problems...Creating Cost-Effective, Sustainable Solutions!*

### CONFLICT OF INTEREST CERTIFICATION

EPA Contract No. EP-S5-08-02

Award Term I (7/8/2011 - 7/7/2013)

Contractor: Environmental Quality Management, Inc. (EQ)

T.O. Title: Superior Cleaning Solutions  
Dayton, OH

EPA T.O. No.: 0098

#### ORGANIZATIONAL CONFLICT OF INTEREST

EQ has searched its records over the past 36 months and:

  X   To the best of our knowledge and belief, no actual or potential organizational conflicts of interest exists.

OR

       To the best of our knowledge and belief, all actual or potential organizational conflicts of interest have been reported to the EPA Contracting Officer on the attachment to this certification.

#### PERSONNEL CONFLICTS OF INTEREST:

  X   Personnel who perform work under this task order or relating to the task order, have been informed of their obligation to report personal and organizational conflicts of interest to EQ's Program Manager. Attached is a letter detailing any personal conflicts of interest, if applicable.

#### FUTURE CONFLICT OF INTEREST:

  X   This certifies that EQ recognizes its continuing obligation to identify and report to the EPA Contracting Officer any actual or potential conflicts of interest arising during performance of this task order.

#### AUTHORIZED REPRESENTATIVE

ENVIRONMENTAL QUALITY MANAGEMENT, INC.

BY:

Betsy R. Kuhlenberg

NAME:

Betsy R. Kuhlenberg

TITLE:

Contracts Manager

DATE:

10/7/2011



**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY**  
REGION 5  
77 WEST JACKSON BOULEVARD  
CHICAGO, IL 60604-3590

REPLY TO THE ATTENTION OF: MCC-10J

Environmental Quality Management, Inc.  
Attn: Mr. Jack Greber, President  
1800 Carillon Boulevard  
Cincinnati, OH 45240

**Re: Award of Task Order 98 under Contract EP-S5-08-02**

Dear Mr. Greber:

Enclosed is Task Order 98, "**Superior Cleaning Solutions**" in Dayton, OH, awarded under the subject contract. Please refer to the Optional Form 347 for more information.  
**Please confirm receipt of this order via email (H.7 "Task Orders").**

Please note the following contract requirements:

- Subcontract consent must be sought for Task Orders meeting the criteria of paragraph G.16 of the subject contract;
- Conflict of interest certification is required within 20 calendar days of receipt of this Task Order (H.6 "Task Order Conflict of Interest Certification");
- Provide notice, in writing, whenever your firm has reason to believe that in a 30 day period the costs to be incurred on the Task Order will exceed 85 % of the ceiling amount (H.7 "Task Orders");
- CCR and ORCA registration must be accurate and current at all times (FAR 4.1102 and 4.1201).

Please contact me if you have any questions regarding this Task Order at [mcgary.darlene@epa.gov](mailto:mcgary.darlene@epa.gov) or at 312-886-6795. Thank you in advance for your superior service to the Environmental Protection Agency (EPA) under this effort to ensure EPA Region 5 communities remain safe and clean.

Sincerely,

A handwritten signature in cursive script that reads "Darlene McGary".

Darlene McGary  
Contract Specialist

Enclosure

**IMPORTANT:** Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 09/30/2011		2. CONTRACT NO. (if any) EP-S5-08-02		6. SHIP TO:	
3. ORDER NO. 0098		4. REQUISITION/REFERENCE NO. PR-R5-11-01150		a. NAME OF CONSIGNEE Region 5	
5. ISSUING OFFICE (Address correspondence to) Region 5 US Environmental Protection Agency 77 West Jackson Boulevard Chicago IL 60604-3507				b. STREET ADDRESS US Environmental Protection Agency 77 West Jackson Boulevard	
				c. CITY Chicago	e. ZIP CODE 60604-3507
7. TO: Mr. Jack Greber, President				f. SHIP VIA	
a. NAME OF CONTRACTOR ENVIRONMENTAL QUALITY MANAGEMENT, INC.				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 1800 CARILLON BOULEVARD				REFERENCE YOUR:  Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY Cincinnati		e. STATE OH	f. ZIP CODE 45240	Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE Region 5	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT Destination	
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION Destination		b. ACCEPTANCE Destination		16. DISCOUNT TERMS	
17. SCHEDULE (See reverse for Rejections)					
ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	DUNS Number: 622824886 This task order modification is issued to obligate initial funding in the amount of \$114,953.00 for the Superior Cleaning Solutions Site, Dayton, OH.  Continued ...				
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.	
21. MAIL INVOICE TO:					
a. NAME RTP Finance Center				\$114,953.00	
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive					
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711	\$114,953.00	
22. UNITED STATES OF AMERICA BY (Signature)				23. NAME (Typed) Geoffrey Krieger TITLE: CONTRACTING/ORDERING OFFICER	

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 09/30/2011 CONTRACT NO. EP-S5-08-02

ORDER NO.  
0098

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>The contractor shall:</p> <ol style="list-style-type: none"> <li>1. Develop and implement a Site-specific Health and Safety Plan, including an Air Monitoring Plan, Site Security Plan and a Site Emergency Contingency Plan;</li> <li>2. Inventory, sample, and perform hazard characterization, in compliance with a Site-specific QA/QC Plan, on all substances contained in drums, containers, and totes;</li> <li>3. Consolidate and package all hazardous substances, pollutants and contaminants for transportation and off-site disposal;</li> <li>4. Transport and dispose of all characterized or identified hazardous substances, pollutants, wastes, or contaminants at a RCRA/CERCLA-approved disposal facility in accordance with U.S. EPA's Off-Site Rule (40 C.F.R. § 300.440).</li> </ol> <p>TOPO: Steve Renninger Admin Office: Region 5 US Environmental Protection Agency 77 West Jackson Boulevard Chicago IL 60604-3507</p> <p>Accounting Info: 11-T-5AF0E-302DC6C-2505-C001-115ASAX650-001 BFY: 11 Fund: T Budget Org: 5AF0E Program (PRC): 302DC6C Budget (BOC): 2505 Job #: C557RV00 Cost: C001 DCN - Line ID: 115ASAX650-001 Period of Performance: 09/30/2011 to 03/30/2012</p>					
0001	<p>PR-R5-11-01150: Superior Cleaning - EQM #098</p> <p>The obligated amount of award: \$114,953.00. The total for this award is shown in box 17(i).</p>				114,953.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$114,953.00

AUTHORIZED FOR LOCAL REPRODUCTION  
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 348 (Rev. 4/2000)

Prescribed by GSA FAR (48 CFR) 53.213(f)






UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
REGION 5  
77 WEST JACKSON BOULEVARD  
CHICAGO, IL 60604-3590

REPLY TO THE ATTENTION OF: MCC-10J

**DATE:** September 30, 2011

**SUBJECT:** Designation of CO's Technical Representative (COTR)

**FROM:** Geoffrey Krieger, MCC-10J  
Contracting Officer 

**TO:** Steve Renninger, ERL  
Task Order COTR

1. You are hereby appointed as the COTR for **Task Order 98, "Superior Cleaning Solutions"** with Environmental Quality Management, Inc. under Contract Number EP-S5-08-02.

2. This designation outlines basic parameters of the COTR assignment. Detailed COTR guidance can be found on the On-Scene Coordinator (OSC) Resource website, specifically under the OSC Toolbox Guide<sup>1</sup>.

3. As a COTR you are responsible for performance of the following functions:

- a. Familiarizing yourself with all terms and conditions of the task order.
- b. Seeking clarification from the CO on any contract provision which is not understood or subject to more than one interpretation.
- c. Monitoring performance to insure that the requirements of the task order are being satisfactorily executed by the Contractor within the schedule of the task order.
- d. Bringing to the attention of the CO and the Contractor all performance which is not in compliance with task order requirements.
- e. Maintaining written records of Contractor performance and keeping the CO informed, in a timely manner, both orally and in writing, of the quality of Contractor performance.
- f. Recommending to the CO changes to the task order which will improve the quality of the task order or the manner in which it is performed.
- g. Ensuring that Government personnel do not attempt to supervise, correct, or otherwise interfere with the activities of Contractor employees.

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<sup>1</sup> <http://www.epa.gov/oamsrpd/ersc/osc/osctoolbox.pdf>

- h. Ensuring that the Contractor performs no work outside the scope of the task order.
- i. Monitoring the Contractor's use of Government Furnished Property to ensure it is used to the maximum extent possible under the contract and that it is used as authorized.
- j. Reviewing and approving progress reports, determining that the payment requested is commensurate with the items/ services delivered and reviewing and approving vouchers/ invoices.

3. In the discharge of the functions listed above, do not take any action which could:

- a. change any terms or conditions of the task order and/or contract;
- b. result in any change in price;
- c. involve supervision of Contractor employees;
- d. result in the Contractor performing any work outside the scope of the task order and/or contract;
- e. change the performance period of the task order.

The CO has the overall responsibility for the administration of this contract. He/She alone is authorized to take actions on behalf of the Government which includes, but is not limited, to: interpreting, amending, modifying, or deviating from the contract terms, conditions, requirements, specifications, or details; issuing final decisions regarding Contractor claims or issues under dispute; entering into negotiations, and terminating the contract for convenience of the Government or for default.

4. This appointment will remain in effect through the life of the task order, or until the expiration of the contract, your release from COTR responsibilities for this task order by your supervisor, your reassignment to another organization or agency, or until it is otherwise rescinded in accordance with agency procedures. Your authority as a COTR cannot be further re-delegated. Your supervisors, at any level, are not entitled to, and may not, exercise COTR authority in your place.

cc: Jack Greber, EQM, Inc. President  
Carl Norman, EPA Project Officer